

Indiana Department of Environmental Management  
Emergency Response Section  
888-233-7745

Pursuant to 327 IAC 2-6.1-7 (4), narrative and written spill reports must include the following information:

- product name/description
- date and time of spill
- cause of spill
- spill location; please include site specific map with address and zip code.
- description of area affected, mention square feet or cubic feet
- amount spilled
- amount recovered
- containment and cleanup activities (with dates)
- disposal of recovered material
- who was at the scene; name, organization, position
- do you have a contingency plan; if so, was it implemented
- list preventive measures to eliminate recurrence
- respondent's signature and position with company
- in your correspondence, please refer to Incident No.